

Neighborhood Charter Schools
Minutes of the Meeting of the Board Trustees
March 29, 2023

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on March 29th, 2023, at 691 St. Nicholas Avenue, New York, NY 10030, and via video. The meeting was called to order at 6:06 PM.

Trustees Present in Person:

Heidi Baker
Stephanie Hubbell
Patricia Soussloff

Trustees Present by Video:

Cliff Schneider
Walter Rendon
Wylie Fennell

Trustees Absent:

Justena Kavanagh
Gail Brousal
Everardo Jefferson

Others in Attendance:

Michelle Rumph
Michelle Santos
Alison Rosnick
Michael Renda
Nicholas Carton
Jennifer Manning
Johanna Gutierrez
Jermain Ottey

Six (6) of the nine (9) seated Trustees were in attendance in person or by video and present throughout the meeting, which constituted a quorum for the transaction of business at the meeting.

1. Welcome and Public Comment

Ms. Soussloff began the meeting and invited public comments. No comments were received.

3. President's Report

Ms. Soussloff reported that the search for a new Executive Director of NCS has begun and turned over the presentation to Ms. Rosnick to provide further details.

Ms. Rosnick announced that Edgility Consulting has been retained to lead the search and the position has been posted. This week the announcement of the search will be sent to all stakeholders and a survey will be promulgated to request their input on the qualities and values that they will want to see in the new Executive Director. Edgility will speak with, screen and set up initial interviews for the candidates with Ms. Soussloff and Mr. Schneider as Search Committee Co-Chairs, then the candidates will meet with the full Search Committee to narrow down the pool. The finalists will be brought to the schools the week after Spring Break to meet with stakeholders before the final decision is made by the Board of Trustees.

4. Executive Committee Report

-- Academics: Mr. Renda reported that NCS celebrated Black History Month in February. Mastery, the preparation program for the upcoming ELA and Math state exams began at the end of February with a day of Professional Development for the teachers and the soft launch of the ELA program. In the last two weeks students participated in dress rehearsals for both exams. Math mastery will be launched on April 3rd.

-- Enrollment: Ms. Santos reported that for SY 22-23 NCS is 10 students below the target number of 952 for the year due to families moving out of the city. There are 615 students out of the target of 627 in Harlem and 327 students out of the target of 325 in the Bronx. As to SY 23-24, Ms. Santos presented that the deadline for the lottery for admission is April 1st and that it will take place on April 10th. NCS has high quality applications for almost half of the seats in Kindergarten and has received over the number of expected applications for Gen Ed seats.

Ms. Manning advised that there are several applications for the ASD Program for both schools and that the numbers are better in the Bronx. Tours are being held weekly and interviews are taking place. Applicants have been invited to participate in the ASD parent support group to make them feel part of our school community. Finally, Ms. Manning mentioned that there are students that enter the ASD program after enrollment due to receiving their diagnosis once they are students at NCS.

-- PTO: Ms. Rosnick described the current PTO policy for 10-month employees as 7 days of PTO with up to 3 rollover days from the prior year's remaining balance. A significant number of staff have taken more time than allotted since the COVID pandemic began. She also stated that the NYC DOE allows 10 PTO days and proposed that in order to stay competitive NCS should match that number.

A motion was made by Ms. Hubbell and seconded by Ms. Baker to change the PTO Policy from 7 days of PTO with up to 3 rollover days from the prior year's remaining

balance to 10 days of PTO with up to 2 rollover days from the prior year's remaining balance, which was unanimously approved.

-- Attendance: Ms. Santos stated that as of March 19th attendance is at 91.52%, which is lower than the target of 95%. Current reasons are illnesses that students are subjected to now that masks are no longer required.

-- Culture: Mr. Renda reported in Harlem that there was an incident that occurred off campus in March that led to suspensions for 10 students. In the Bronx, Mr. Carton reported that there was one student without an IEP in crisis behavior for whom data needed to be collected. A psychological evaluation has been scheduled for that student that will lead to an IEP.

5. Treasurer's Update

Mr. Rendon reviewed the year-to-date fiscal snapshot, updated on the progress of the FY24 Budget draft and presented a five-year forecast budget through 2028. He presented the completed IRS Form 990 for the Tax Year ending on June 30, 2022 with a change in the name of the Executive Director as well as the Fiscal Policies and Procedures Manual with a change in threshold approvals. Both items require Board approval. He discussed the Signature Bank fallout on March 13th and its takeover by Flagstar Bank and stated that these events that have not impacted NCS. He advised the Board that vendor CEBA Maintenance has informed NCS that they had not billed for the services they provided at Mt. Zion for 1 ¾ years, that the debt has been negotiated and will be cleared by June 30, 2023, and that NCS is looking for a new vendor to provide cleaning services.

Finally, Mr. Rendon reported that a meeting took place with the attorneys for Mt. Zion. They are open to entering a Surrender and Termination Agreement with NCS and that another school is interested in taking over the space for one year, which would potentially leave NCS responsible for two years of the lease. The payout would reduce the excess cash flow, and the rent expense would increase on the FY23 financials.

A motion was made by Ms. Baker and seconded by Ms. Hubbell to approve the completed IRS Form 990 for the Tax Year ending on June 30, 2022, with the change in the name of the Executive Director, which was unanimously approved.

A motion was made by Ms. Hubbell and seconded by Ms. Baker to approve the Fiscal Policies and Procedures Manual with the change in threshold approvals, which was unanimously approved.

6. Approval of Minutes

A motion was made by Ms. Baker and seconded by Ms. Hubbell to approve the minutes from the February 15, 2023 Board meeting and was unanimously approved.

8. Adjournment

There being no further business, Ms. Hubbell made a motion which was seconded by Ms. Baker, to adjourn the meeting and the motion was unanimously approved. The meeting was adjourned at 6:48 pm.

Respectfully submitted,

Heidi Baker

I, Heidi Baker, the duly qualified Secretary of Neighborhood Charter Schools, a New York education corporation, do hereby certify that I reviewed these Minutes, and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on March 29, 2023.

Dated: March 29, 2023